

2 February 1977

25X1A

## MEMORANDUM FOR THE RECORD

25X1A

FROM : [REDACTED]  
Deputy for Support, [REDACTED]25X1A SUBJECT: Funding of [REDACTED] Club, Mess  
Hall, and Sales Store

Pursuant to a telephonic request on this date from the Executive Officer/TR, the following information is provided regarding the subject funding:

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a. Club: The [REDACTED] Club is a self-sustained activity which was organized in April 1955 to provide employees, students, and TDY guests organized social and recreational activities. The Chief/[REDACTED], assisted by a Club Advisory Committee, is responsible for management of the club operation. All club expenses, excluding overhead costs, are paid from funds generated through club activities. It is believed inappropriate to require the club to pay for the facilities used, because these same facilities are required to fulfill the official mission of the [REDACTED]. As is normally the case with other non-appropriated fund activities, the [REDACTED] Club is periodically audited by the Audit Staff. The last audit was conducted in May 1976.

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b. Mess Hall: The [REDACTED] Mess Hall is primarily in support of the official mission of the [REDACTED]. Students and other TDY personnel are provided three meals each day at no cost in lieu of per diem. Therefore, the Mess Hall facilities and the majority of Mess Hall staff would be required, even if staff personnel were not permitted to eat in the Mess Hall. By and large those staff personnel who choose to eat at the Mess Hall eat only the noon meal there and not breakfast or dinner. On the average, the cost of the food served per meal is \$1.15. The Mess Hall charges \$1.50 for the noon meal, therefore, 35 cents of the \$1.50 paid is used to offset the cost of labor to prepare and serve the meal. It is believed that this is sufficient to cover the costs involved. The amount charged for meals has not remained static. As costs increase, the prices charged are

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25X1A adjusted accordingly. For example, during the past 2 years, the prices have been increased on two occasions. It is also appropriate to note that there are no convenient food-service facilities located within close proximity of the [REDACTED]. If staff personnel were required to eat their noon meal off the [REDACTED], it is believed that it would be an undue burden upon them and be counter-productive from the Government's standpoint. 25X1A

25X1A c. Sales Store: The [REDACTED] Sales Store is operated under contract by General Services Incorporated (GSI). This activity is not profit motivated but we set the retail prices so that it will not operate at a loss. The funds generated by this activity are used to pay for the costs of goods sold and for the salary of the employee who operates the store. Although appropriated funds are used to pay for the GSI contract costs, the income of the Sales Store is turned in to the [REDACTED] Finance Office to offset the contractual costs. 25X1A

[REDACTED]

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Requests for Information

FROM:

Harry E. Fitzwater  
Director of Training  
1026 C of C

EXTENSION

3245

NO.

OTR 77-7092

DATE

7 FEB 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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EO/DDA  
7D-18 Hqs

Info copy

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A/DDA

6 FEB 1977

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